

Elements of a Health & Safety Plan

Listed below are issues typically addressed in a plan. Not all of the items listed will pertain to your project, so only include the ones which apply. EPA does not approve this plan though we do require grantees to forward us a copy for our files prior to conducting any field activities.

- I. General Project Information
2. Scope of Work
3. Personnel Contact Information Phone Numbers
4. Emergency Information
5. Standard Emergency Procedures
6. Personnel Training Record
7. Known (or anticipated) Hazards
8. Physical Hazards
9. Physical Hazard Mitigation Measures or Procedures
10. Chemical Hazards (potentially present at site)
11. Hazards from Other Organic Compounds (potentially present at site)
12. Metals (potentially present at site)
13. Chemical Hazard Mitigation Measures or Procedures
14. Biologic Hazards
15. Biologic Hazard Mitigation Measures or Procedures
16. Additional Hazards (Update on daily log)
17. List of Field Activities
18. Site Description
19. Emergency Information
20. Standard Emergency Procedures
21. Personnel Protective Gear/Engineering Controls

22. Air Monitoring Plan

23. Decontamination Procedures

24. Waste Disposal or Storage

25. Documents Expected to be Completed

26. Approvals

Plan Prepared By: _____ Date :

Plan Approved By: _____ Date:

Health & Safety Officer: _____ Date:
